

**Commonwealth of Puerto Rico
Department of Labor and Human Resources
Right to Employment Administration**

**Reemployment Services
Program Year 2004**

PLAN NARRATIVE

Introduction

In previous Program Years (2001, 2002, 2003) the allotments for improving in quantity and quality the Reemployment Services, mostly through Direct Services, have been utilized in longer, more in depth Job Search Sessions, the hiring of ES Temporary Employees, Equipment and Office Supplies.

This Program year 2004 we have planned to utilized the allotment of \$460,276 for the Referral of RES participants to either one or both of two (2) workshops: Computer Skills and/or English Skills Development Workshops.

Each year it is more evident that anyone can benefit greatly in her/his occupational career and personal growth, by the acquisition of Computer and English Skills. A great number of the claimants that visit our Local Offices lack the Basics of these skills. Many are aware of the fact, that to be more marketable and competitive in their Job Search, get a Job and advance in it, they need to acquire at least the Basics of those skills. By this time, many are also aware that these skills, facilitate their performance in Vocational Training or Academic Studies.

The above led us to consider and feel convinced that the investment in the mentioned workshops, would be positive.

Description of Services

In the 14 Local Offices, all claimants referred to Reemployment Services Orientation will be informed about the Computer and English Skills Development Workshops. During the assessment process, those that are interested and qualify for the workshops will be referred to the Occupational Counselors.

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Plan Narrative

Description of Services and Costs Workshops
Computer Skills and English Skills Development Workshop

Workshop	Number of Participants	Hours	Cost Per Participant	Total Cost
Basic Computer Skills	275	120 Hrs.	\$1,500.00	\$412,500
English Language Skills	75	72 Hrs.	\$ 600.00	\$ 45,00
				\$ 457,500

*The \$2,776 remaining funds from the total allotment of \$460,276 are reserved for Travel Expenses of Employees

Requirements for participation in the Workshops:

English Skills Development:

- High School Graduate
- The occupation he or she usually held or is interested in, and qualifies for, requires English Skills as for example that related to the field of clerical and sales, tourism (drivers, hotel and restaurant employees).

Computer Skills Development:

- High School Graduate
- The occupation he or she usually held or is interested and qualifies for requires computer skills

All participants that complete the Computer Skills or English Skills Workshops will be required to participate in a 2 hour Job Search Session.